# Library Basics - Humanities

1. The librarian’s name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. The “Academic Center” is in the library from 2:30 to 4:00 on what three days?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Books check out for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ magazines for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Fiction titles are organized:

a) by subject

b) by author

c) by title

1. The Dewey Decimal system groups library materials by:

a) color

b) copyright date

c) subject

d) none of the above

1. The call number gives what information? (circle all that apply)
2. whether titles is fiction or non-fiction
3. where the book is located in the library
4. how large the book is
5. number of titles available

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**Databases vs. Search Engines**

**Type of Information Retrieved**

**Pioneer Databases:** magazine, journal, newspaper, and encyclopedia articles

**Search Engines:** Free personal and commercial web pages, current news and information; government information; advertisements; chat rooms, newsgroups, listservs

**Review Process**

**Pioneer Databases**: Information comes from publishing groups and goes through a review process. Publisher’s editors check the information for accuracy and reliability.

**Search Engines**: no one owns or controls the Internet, information found using search engines does not go through a review process. Anyone can publish any opinion or idea on the Internet, regardless of his or her authority, education or experience in the subject area. Web pages should be carefully evaluated for accuracy and reliability

1. Criteria for checking the accuracy and reliability of a web page (circle all that are relevant)
2. Color and layout
3. How often updated
4. Creator information or verifiable sources
5. URL
6. What do the following extensions tell you about the site?
7. .gov \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (best)
8. .org \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. .edu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. .co \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. When searching in Google, placing search terms in quotation marks accomplishes what?

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1. Using **inurl:term** in Google

* The **inurl:term** search in Google helps locate specific types of sites such as government sites.
* The following is an example of combining quotation marks plus an inurl search. **"world war I” inurl:gov** What kind of sites do you get? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Type the search (**"trench warfare" inurl:edu** ) exactly in the Google search line and see the results it returns. What kind of sites are they? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Now create a search of your own below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Return to the Google** search line

Type in **World War I**

Click on [First **World War**.com - Feature Articles - The Causes of **World War** One](http://www.firstworldwar.com/origins/causes.htm) (<http://www.firstworldwar.com/origins/causes.htm>)

Scroll to the bottom of the page

Who created the page \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ When was it last updated \_\_\_\_\_\_\_

On the lower left side click on Site Information. Read the information. Should this site be used for an academic paper.? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Return to Google** type **World War I** in the search line

Choose Wikipedia

Scroll to the bottom of the page and look at the external sources. Name two that could be trusted.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Return to Google** and type in “**Trench Warfare”**

Choose the link [**trench warfare** Facts, information, pictures | Encyclopedia.com **...**](http://www.encyclopedia.com/topic/trench_warfare.aspx) ‪-(http://www.encyclopedia.com/topic/trench\_warfare.aspx)‬

On the leftside read what it says under for Teachers and Students

How is this source different from Wikipedia? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the searchline of this site type trench warfare and World War I .. Do you get helpful sites that can be used in an academic paper? \_\_\_\_\_\_\_\_\_\_\_

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**Pioneer Databases**

1. Go to <http://pioneer.uen.org/k12/> And choose the database **Sirs Knowledge Source.**

Type trench warfare in the search line. What kind of information to you get? (Name 3)

1. **What other databases on Pioneer Online Library might be helpful?**

(read the descriptions of the database by letting you mouse hover over the title)

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**Jordan High School**

As you complete this activity, you will learn how to use the library media center’s on-line catalog to locate materials from its collection.

* To begin this activity, log onto the computer and open the “Media Center” folder by double clicking on the icon, then select “Internet”.
* Type in the URL window: [**http://destiny.canyonsdistrict.org**](http://destiny.canyonsdistrict.org)
* Find **High School** and select **Jordan High School**
* Select **Create Account** in the upper right corner.
* Enter your last name in the last name field.
* Enter your Student ID number in the Barcode field. Click **Next**
* The system verifies that you are a student in Destiny. Then enter your birth date by selecting down arrows. **Next**.
* Now enter the desired login and password confirm password, which is required. Enter your email address in the bottom field. Then click **save**
* Now the system immediately logs you in. Notice your name in the upper right corner.

**16. Searching by Title**

* Choose the basic tab
* The Fellowship of the Ring
* Select the Title button

How many copies of the book does the library have? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are any copies available? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How many? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the call number prefix for a book of fiction? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the call number for an audio book? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the call number for the Spanish Language edition? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**17. Searching by Author**

* Return to Library Search
* Enter “Jared Diamond” or “Diamond, Jared” into the search term window.
* Click the “Author” button.

Does this author write fiction or non-fiction? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What three formats are available for the title “Guns, Germs & Steel” 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**18. Searching by Subject**

* Enter **environment** in the search term window.
* Click the “Subject” button.
* Use “Sort by” button in middle of screen and select “Type” then scroll to the bottom.
* What science periodical is listed under environment? (a newspaper or magazine is a periodical) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What is the periodical icon shown? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**19. Searching by Power Search**

* Return to Library search and choose the **Power** tab
* Enter **World War I** in the 1st search term window and **poets** in the 2nd search term window.

Which of the two titles listed would provide the information you need? (look at the contents) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What year was this book published? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**20. Searching by Category**

* Return to Library Search
* Select the “Copy Categories” tab
* Select a category that looks interesting. Name the category\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Scroll to the bottom of the list of categories locating the lists Teacher Read List – Hardy. One ends in H and one ends in S which list would be the most helpful to you? \_\_\_\_\_\_\_\_\_

WebPath Express

Type in searches for the following topics and list a website that would be helpful in your study of pre-civil war.

Wilfred Owen:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Isaac Rosenberg:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

And the subject Poets and World War I: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destiny Quest

* Return to Library Search
* On Left side of screen select “Destiny Quest”

21. Searching in Top Ten

* Browse the top ten books on the left side of window

Name one of the books listed (not a textbook) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

22. Searching in New Arrivals

* Browse the top new arrivals on the right side of window

Name one of the books listed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

23. Mouse over an Drag and Drop

* In search window type Barbara Kingsolver
* Let your mouse hover over Animal, Vegetable, Miracle

What information do you see? (Name 3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Add this title your reading list by either dragging and dropping or selecting the “Add to list” button.

24. Searching in More Info

* Type the letters poverty
* Select the title Poverty by clicking on the picture
* Select the “Shelf Browse” under the book cover
* Using the slider choose another book on the same subject.
* Name the book \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Type Global Warming in the search box

In the left column under “Narrow Your Search” choose “Subject” “Next” then “Air” Write the title and call number of the book that is currently available in the library below. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

25. Student reviews and requests

* Type in the title of a book you have read. Click on the picture of the book. How many student reviews do you see? \_\_\_\_ how many stars was it given? \_\_\_\_\_ Give the title star review or write a review. Which title did you choose? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dewey Decimal System

# 100 Philosophy and Psychology

Man thinks about himself. (Also includes supernatural, self-esteem, and ethics.)

## Religion

Man thinks about God. (All types of religions and mythology).

## Social Sciences

Man thinks about other people. (Government, constitutions, social problems, fables, fairy tales, and education).

1. **Language**

Man learns to use words. (German, French, Spanish)

## Pure Sciences

Science – man learns about the forces in nature. (plants, animals, chemistry, space)

## Applied Science/Technology

Man makes new things and more comforts for himself. (farming, medicine, engineering, pets, cooking, plumbing)

## Fine Arts

Man is creates and competes (art, music, hobbies, and sports)

## Literature

Man becomes a storyteller. (poetry, plays, jokes and riddles).

1. **Geography/History**

Man records what happens to him and where he has been. (Biographies, genealogy, world civilization, U.S. history

**000 General Works**

All Reference encyclopedias and almanacs.

**JHS Library Prefix**

F Fiction

AB Book on Tape

MAG Periodicals

SC Story Collection

REF Reference

Don’t have an Office program at home? Free Word Processing, Presentation, & Spreadsheets are available at:

<http://docs.google.com>

Ask for assistance in the library if you have questions

**WorldBook Online**

For the World Book addon

<http://www.worldbookonline.com> Login: JHS1 Password: Beetdiggers

**Pioneer Online Library**

**home access:**

<http://www.pioneer.uen.org>

Login: pioneer

Password: time

**Salt Lake County Library**

<http://www.slco.lib.ut.us>

Research by topic

library card #

last 4-digits of home phone

**Jordan High LMC Book Search**

Link from Jordan High Web Page

http://destiny.canyonsdistrict.org

**Citation information**

Citation Machine

http://citationmachine.net/

**High School Tutorials**

HeLIOS (Weber State University)

<http://library.weber.edu/ref/hstutorial/menu/menu.cfm>

TILT (Texas Literacy) <http://tilt.lib.utsystem.edu/nf/intro/internet.htm>

Research 101 (University of Washington)

<http://www.lib.washington.edu/uwill/research101/>

**Notetaking**

Cornell Notetaking, Dartmouth

<http://www.dartmouth.edu/~acskills/success/notes.html>

Cornell Notetaking System, BYU

<http://ccc.byu.edu/learning/note-tak.php>

For Fun:

Search Engine Ranking

Thumbshots.com Ranking: <http://ranking.thumbshots.com>